**Personal Assistant Job Description**

[www.GymPossible.org](http://www.gympossible.org/)

I am a 36 year old, C5 tetraplegic male. I sustained a spinal cord injury, following an accident in 2014. I am paralysed from the chest down and use a power wheelchair. I am looking for a male Personal Assistant to help with everyday tasks, including driving my adapted vehicle.

I live with my wife in Gosforth and run a gym aimed at wheelchair users and, having just secured new premises, am looking for another PA to join the team.

**The ideal candidate would have:**

\* A wide-range of interests

\* A great sense of humour

\* The ability to think on their feet

\* A proactive sensibility

\* Initiative

\* A full, clean driving licence

\* Competence with basic technologies (smartphones, computers etc.)

\* An interest in healthy living

\* Physical fitness

\* An open mind

\*The ability to think outside the box

Experience of working with disabled people is by no means an essential criterion. I am firstly and foremost a person, my disability is an annoyance I have to live with, but I don’t allow it to be a defining part of my personality. I am mainly interested in meeting and working with people that I can get on with. Any intricacies of the job can be easily learned but a compatible personality cannot. I enjoy fitness, music and film and like discussing the finer points of each.

The injury did not affect my brain, so I have no cognitive or behavioural problems. The disability is purely physical, meaning that I am completely compos mentis.

**The role involves:**

\* Driving me to and from the gym in Longbenton (once we open)

\* Assisting my carer to hoist me into my chair in the morning (full training provided)

\* Helping with administrative tasks

\* Help with day-to-day tasks such as assistance with eating  
\* Visiting the supermarket etc. on my behalf

\* Possibility of very occasional overnight stays at nationwide charity events (my current PA has only had to do this once in two years)

\* Helping me to exercise (accessing exercise equipment, putting my gripping aids on my hands etc.)

\* Although there is very little personal care involved in this role, I will need assistance with emptying my catheter leg-bag every couple of hours. This is very simple and can be learned after a minute or so of training.

**Essential requirements**

\* Full British Driving Licence

\* At least 5 GCSEs Grade A-C

\* Reliability

\* Good personal hygiene

**Skills/qualifications/interests that are non-essential but would come in handy in this role**

\* Some type of personal training qualification or at least a keen interest in fitness

\* An interest in video production (video/audio recording, editing)

\* DIY/handyperson skills

Part-time hours: 14 per week split over two days.  
This isn’t a faceless company. This is my life, so I need somebody who I can trust and rely on. I will treat you with great respect and hope for the same. If you’re looking for a job just to clock in and clock out for a payslip while phoning it in, or a stopgap, this isn’t the job for you. If you are looking for a varied role in a stress-free environment, get in touch.

Job Type: Part-time

Pay: £10.00-£10.50 per hour

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[www.GymPossible.org](http://www.gympossible.org/)